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**CALIFORNIA
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January 11, 2002

To: Selected District Superintendents and Charter School Principals

From: William L. Padia, Director
Policy and Evaluation Division

Subject: **Required Certification for Staff Performance Incentive Act Awards -
Due March 1, 2002**

Ref. No. PED-AWARDS – 02-01

The purpose of this memo is to provide you with the forms and instructions for you to:

1. Certify the eligibility of the schools in your district to receive awards under the Certificated Staff Performance Incentive Act (CSPIA), (Assembly Bill 1114 [Chapter 53, Statutes of 1999]).
2. Report the number of full-time equivalent (FTE) certificated positions at these schools to the California Department of Education (CDE).
3. Provide the CDE with the information necessary for us to notify the exclusive representative of the bargaining units for teachers and other certificated staff for each of the awards-eligible schools when the awards are apportioned as required by *Education Code* section 44652 (copy attached).

You have received this memo because one or more schools in your district are eligible for the CSPIA and may be ranked high enough to receive funds. However, you should note that the Governor is convening a "Special Session" of the legislature to try and determine what steps are necessary to resolve the current state budget crisis. The Legislature's activities could result in the funding for this particular award being reduced or eliminated. The Legislature may also change the existing allocation scheme as well. Therefore, until such time as the Legislature resolves the budget issues, we cannot determine which schools, or how many, will actually

receive the award. The Special Session is scheduled to conclude around the end of January 2002.

Nonetheless, we at the CDE must proceed with our efforts to collect your FTE counts, certification, and collective bargaining information so that the funds may be apportioned for your award-winning schools, as appropriate, as soon as possible after the members of the Legislature make their determinations. While providing the requested information in no way guarantees that any of your schools will receive the award, it will make it possible for us to apportion the funds in a timely manner should any of your schools eventually become eligible. We will let you know of any action the Legislature takes that impacts the distribution of this award. This information will be posted as soon as possible on our web site at <http://www.cde.ca.gov/psaa/awards>.

Please refer to the enclosed Certification Form as you read the following instructions.

1. **Certifying the eligibility of your schools.** Section 44652 requires us to obtain certification that your charter school or the school(s) in your district that are eligible to receive the award have met all the necessary conditions. These conditions adopted by the State Board of Education pursuant to *Education Code* section 44651(b) require each school to have:
 - A 2000 Academic Performance Index (API) in deciles 1 - 5.
 - A 2001 API that demonstrates at least two times the school's annual growth target.
 - Numerically significant subgroups which have all attained 80% of two times the school's API growth target or 8 points, whichever is greater, except when the sum of a subgroup's growth target and the subgroup's API is greater than or equal to 800. In these cases, comparable improvement shall be defined as two times the distance from the subgroup's API to 800. In no case shall comparable improvement be less than 8 points.
 - A 95 percent participation rate on the Stanford 9 Achievement Test if the school is an elementary school or middle school, and a 90 percent participation rate if the school is a high school.
 - Eligibility for awards in 2000.

Information regarding eligibility for the above criteria for individual schools can be found on our web site at <http://api.cde.ca.gov>. Select "Academic Performance Index Reports," and choose "School Level Reports." Once you have selected a school, choose "2000-2001 API Growth Report" to determine whether or not the school met the first four eligibility criteria above. To determine if the school was eligible for awards in 2000, select "1999-2000 API Growth Report."

Schools that meet these criteria and may be ranked high enough to receive funds have been included on the enclosed Certification Form. Please certify these schools' eligibility with a signature (charter school principal, district superintendent, or designee as appropriate) where indicated. Charter schools that are locally funded must have their

certifications signed by the superintendent (or his or her designee) of their chartering entity.

Approximately 500 certificated staff in schools with the greatest gains over double their annual growth target are scheduled to receive \$25,000 each; 1,875 certificated staff are scheduled to receive \$10,000 each; and 3,750 certificated staff are scheduled to receive \$5,000 each. *

2. **Reporting the number of full-time equivalent (FTE) certificated staff.** In order for the CDE to make the CSPIA apportionment, we need to know the number of full-time certificated positions at each eligible school site. As a condition of receiving funds for this award, school districts and charter schools (if they are direct funded) must certify the number of full-time equivalent certificated positions at the school sites under their jurisdiction as of the date established annually by the CDE for the second principal apportionment (pursuant to *Education Code* sections 41335 and 41601). For this awards cycle, that date has been established as May 1, 2001.

The enclosed Certification Form includes a pre-printed table on which the district will summarize school and district certificated FTE totals. Also enclosed are instructions and definitions with the criteria needed to determine the number of certificated FTE positions in each eligible school. We recommend that you review the 2000 - 2001 staffing data submitted to the California Basic Educational Data System (CBEDS). While the CBEDS data may not be an exact match to the FTEs eligible for awards, the numbers should be close and serve as a starting point for completing the enclosed form(s).

To review the relevant CBEDS data, go to <http://data1.cde.ca.gov/dataquest>. From the "Subject" pull-down menu, choose "Select Your Own Data" and from the "Level" pull-down menu, choose "District." (Charter schools may choose "School.") On the next screen, choose the 2000-01 school year and type in your district's name. Check all four boxes under the staffing header and select the report titled "District Summary (with school data)."

3. **Providing the CDE with contact information for bargaining units representatives.** Section 44652 requires the State Superintendent of Public Instruction (SSPI) to notify the exclusive representatives of the teachers and other certificated staff in each district of the availability of these funds at the time the awards are made. Therefore, we are asking that you **provide in the space provided on the back of the Certification Form the names and addresses of each of the exclusive representatives of the bargaining units for teachers and other certificated staff for the award-winning schools in your district.**

* The Governor has proposed that the program be cut in half, from \$100 million and \$50 million. These figures reflect the proposed reduction.

Distributing the funds. Once the CDE is in receipt of the FTE counts, we can determine the exact amount to apportion for each award winning school. Once the apportionment is made, it is the responsibility of the charter school or the school district to determine, in consultation with the exclusive representative of the school's certificated staff bargaining unit, individual awards amounts for the certificated staff members at the school who won the award. In the event that an agreement cannot be reached, *Education Code* Section 44653 provides a default option, essentially a pro-rata distribution based on individual base salaries.

Please complete the enclosed forms and return to the Awards Unit, California Department of Education, as soon as possible but by no later than 5 p.m., March 1, 2002. It is imperative that we receive this information for all eligible schools post marked or delivered in person by March 1, 2002. Pursuant to regulations, if certification is NOT received by March 1, 2002, neither the schools nor their employees will receive the Certificated Staff Performance Incentive Act award.

For further information, please feel free to contact the Awards Unit at (916) 657-3810, or fax to (916) 657-4978, or e-mail to AWARDS@cde.ca.gov.

Enclosures